



## **STATE OF COLORADO**

### **CLASS SERIES DESCRIPTION**

**July 1, 2002**

### **LANDSCAPE ARCHITECT**

I2D1IX TO I2D4XX

#### **DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses four levels in the Physical Science and Engineering Occupational Group and describes professional work in landscape architecture. The work entails the planning, design, construction, or modification of landscaping for state agencies. Work involves estimating and designing improvements or modifications to existing grounds and vegetation in concert with facilities engineering, architecture, and maintenance functions. Positions monitor construction or changes in landscape performed by in-house personnel or contractors. The work includes advising managers and directors on landscape projects and standards. This may include the preparation of bid specifications and the evaluation of proposals for contracts.

The work may also include landscape architecture work in support of land development or reclamation, or park-wide infrastructure planning and construction. This work may entail earthwork calculations, designing road and parking areas, environmental analysis, or land-use planning. Positions may also advise or direct grounds personnel in the maintenance of agency landscape.

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#### **LANDSCAPE ARCHITECT INTERN**

I2D1IX

#### **CONCEPT OF CLASS**

This class describes the entry level. Work is designed to train positions for a higher level in the class series. Although tasks are similar to those of the first-working level, assignments are structured and performed with direction and assistance from others. Positions carry out

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established work processes and operations by learning to apply and follow procedures, techniques, rules, and regulations. Once training has been completed, the position is to be moved to the next level. Positions should not remain in this class indefinitely.

## **LANDSCAPE ARCHITECT I**

I2D2TX

### **CONCEPT OF CLASS**

This class describes the first working level. Positions in this level design, estimate, and monitor implementation of changes to landscape. The work involves ensuring conformance with agency standards and applicable codes for landscape projects. Positions work closely with engineers and other facility architects to coordinate efforts within the long-range master plan. Positions may provide work direction or advice to technicians or maintenance personnel.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. For example, positions decide what portions of landscape need replacing and how it will be accomplished. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, positions decide the appropriate landscaping design for new construction in accordance with the agency master plan.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study landscape needs and design information to determine what it means and how it fits together in order to get practical solutions in the form of plans for landscape improvements. Guidelines in the form of standards and agency long-range plans exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions select the most appropriate landscape materials and designs for reclamation purposes.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise facility managers on how to use landscaping to solve traffic problems or water conservation issues.

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Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions clarify the underlying rationale on types of landscaping materials best suited for soil retention purposes.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

## **LANDSCAPE ARCHITECT II**

I2D3XX

### **CONCEPT OF CLASS**

This class describes the fully-operational level. Positions in this level establish landscape improvement or change processes for the agency as it plans, designs, and oversees construction or remodeling of landscaping. Positions approve changes or modifications to plans and advise managers on alternative solutions to landscape problems. This class differs from the Landscape Architect I class in the Decision Making factor only.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. For example, positions decide the process for determining, analyzing, and solving erosion problems. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions analyze landscaping models to determine the best solutions for minimizing environmental impacts of land development. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study landscape needs and design information to determine what it means and how it fits together in order to get practical solutions in the form of plans for landscape improvements. Guidelines in the form of standards and agency long-range plans exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may

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change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions select the most appropriate landscape materials and designs for reclamation purposes.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise facility managers on landscaping solutions to solve traffic problems or to reduce water consumption.

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions clarify the underlying rationale of types of landscaping models best suited in environmental impact analysis projects.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

## **LANDSCAPE ARCHITECT III**

I2D4XX

### **CONCEPT OF CLASS**

This class describes the work leader or staff authority level. In addition to work described by the Landscape Architect II class, positions in this level have work leader responsibilities for others as they assign and evaluate work to ensure conformance with designs and plans. This class also describes those positions functioning as the agency authority for landscaping architecture whose expertise is relied upon by managers and peers alike. This class differs from the Landscape Architect II class in the Decision Making, Complexity, and Line/Staff Authority factors and possibly in the Purpose of Contact.

### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. For example, positions decide the process for

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determining, analyzing, and solving erosion problems. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions analyze landscaping models to determine the best solutions for minimizing environmental impacts of land development. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study landscape needs and design information to determine what it means and how it fits together in order to get practical solutions in the form of plans for landscape improvements. Guidelines in the form of standards and agency long-range plans exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions select the most appropriate landscape materials and designs for reclamation purposes.

### **OR**

The nature of, and need for, analysis and judgment is strategic, as described here. Strategic where positions develop guidelines to implement a program that maintains the agency's mission. Guidelines do not exist for most situations. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how a departmental/agency program will be implemented. For example, positions establish the landscaping guideline for agency master plans which direct future landscaping designs and operations.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of either of the following:

Clarifying underlying rationale, intent, and motive by educating others on unfamiliar concepts and theories. This goes beyond what has been learned in training or repeating information that is available in another format. For example, positions clarify the intent of landscaping solutions to environmental impact projects to other land users.

Negotiating as an official representative of one party in order to obtain support or cooperation where there is no formal rule or law to fall back on in requiring such action or change from the other party. Such negotiation has fiscal or programmatic impact on an agency. In reaching settlements or compromises, the position does not have a rule or regulation to enforce but is accountable for the function.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a work leader or staff authority. The work leader is partially accountable for

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the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**OR**

The staff authority is a pacesetter who has a rare level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. This authority directly influences management decisions at least on an agency-wide basis. Managers and peers recognize and seek this level of technical guidance and direction for development of an agency-wide system or regarding the application of a statewide system within the agency or to its clients.

**ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

**CLASS SERIES HISTORY**

Effective 7/1/02 (DLF). PSE System Maintenance Study. No changes. Published as proposed 5/15/02.

Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 6/1/93.

Created 1/1/75.

**SUMMARY OF FACTOR RATINGS**

<b>Class Level</b>	<b>Decision Making</b>	<b>Complexity</b>	<b>Purpose of Contact</b>	<b>Line/Staff Authority</b>
Landscape Architect Intern	na	na	Na	na
Landscape Architect I	Operational	Patterned	Advise or Clarify	Indiv. Contributor
Landscape Architect II	Process	Patterned	Advise or Clarify	Indiv. Contributor
Landscape Architect III	Process	Patterned or Strategic	Clarify or Negotiate	Work Leader or Staff Authority

ISSUING AUTHORITY: Colorado Department of Personnel & Administration